

## **CITY OF CARLSBAD CLASS SPECIFICATION**

**JOB TITLE:**                      **ENGINEERING MANAGER**

**BASIC FUNCTION:**

Under general direction, to plan, organize and direct the activities of an assigned Engineering division which may include the areas of traffic and transportation, utilities, land development engineering or others; to coordinate activities with other departments, governmental agencies and other outside organizations; and to provide technical and administrative staff assistance.

**DISTINGUISHING CHARACTERISTICS:**

This level acts as a division manager for an assigned engineering area within a major city department. Supervises other management level supervisors and lower level staff in directing the work activities of the division. An Engineering Manager typically reports to the director of a major city department such as Utilities, Transportation or Community & Economic Development.

**KEY RESPONSIBILITIES:**

Some of the typical responsibilities of an Engineering Manager include:

Direct and implement the development of departmental goals and operating policies and procedures relative to the areas of traffic and transportation, utilities or development services.

Provide general direction to engineering staff and coordinate all issues needing council approval or policy direction for the division. Assign work activities, projects and programs; monitor work flow review and evaluate projects, methods and procedures.

Develop and administer the division budget; evaluate staffing needs, equipment, materials, and supplies with key management staff; monitor and approve expenditures.

Develop and administer the capital improvement budget; review and recommend approval for all construction plans including cost estimates.

Coordinate engineering activities with those of other departments, governmental agencies and other outside organizations; resolve problems and complaints.

Direct the preparation of plans and specifications in accordance with established city standards; review and sign plans; review and approve plan revisions.

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Direct and participate in the plan check of improvement plans, grading plans, final maps and associated reports in accordance with city standards; approve plans and maps for city, review and approve plan revisions.

Negotiate complex agreements. Prepare, review, and interpret agreements and contracts and prepare for signature.

Direct and participate in review of land development projects, preparation of development conditions, review of subdivision maps, site development plans, security agreements and conformance with development codes and requirements.

Prepare, coordinate and review traffic studies and reports.

Represent the city in land development proposals.

Attend Planning Commission and City Council hearings on development projects. Direct and participate in the preparation and evaluation of technical studies, fee studies, reports and analyses related to engineering services; analyze and evaluate study results and implement findings.

Manage the National Flood Insurance Program for the city.

Serve as a member of committees as assigned, including representing the city on regional committees.

Select, train, motivate, supervise and maintain a high level of efficiency among assigned staff.

Perform signature duties in the capacity of city engineer.

Perform related duties as assigned.

## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:** (May vary depending on assignment.)

Advanced principles and practices of engineering and administration as applied to the design and construction of city facilities and projects.

Methods of preparing designs, plans, specifications, estimates, reports and

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recommendations relating to engineering projects.

City policies and procedures governing engineering and traffic operations and land development.

Applicable federal, state and local laws, rules and regulations related to the engineering, development and construction of projects.

Principles, practices and techniques of public administration including budget and personnel administration.

Principles of supervision, training and evaluation.

Principles and methodologies of establishing fees and assessments and spending costs to users, permittees and property owners

**Ability to:** (May vary depending on assignment.)

Plan, organize, motivate and direct the activities of assigned area of responsibility.

Interpret applicable laws, rules and regulations.

Develop and administer a division budget.

Prepare and analyze technical reports, statements, contracts and legal documents.

Supervise, train and evaluate professional and technical staff.

Maintain effective work relationships with staff, other governmental agencies, contractors and the general public.

Communicate clearly and concisely, both orally and in writing.

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree in engineering from an accredited college or university with major course work in civil engineering or a related field. Additional course work in public administration desirable.

Ten years of increasingly responsible and varied professional engineering and engineering management experience involving the discretionary review and plan check of a variety of

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development projects and/or design and construction of a variety of public facilities and projects, including a minimum of two years of experience in a supervisory capacity.

### **SPECIAL REQUIREMENTS**

#### **License or Certificates:**

Possession of a valid license as a Registered Civil Engineer issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists.

In addition, for Land Development Engineering, possession of a valid license as a land surveyor issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists, or a qualifying license as a Civil Engineer issued prior to 1982.

In addition, for Transportation, possession of a valid license as a Traffic Engineer issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists.

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, City Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Regular duties include traveling to construction job sites and/or development properties, with the typical conditions associated with construction and/or undeveloped/underdeveloped property. Employee is regularly required to attend meetings and travel within and outside city limits during normal work hours and in the evenings and on weekends.

DATE APPROVED: June 21, 2011

This is an at-will management classification.